

# Building a Successful Survey

How to Survey for Impact Aid

# Roadmap

A

Process Overview

B

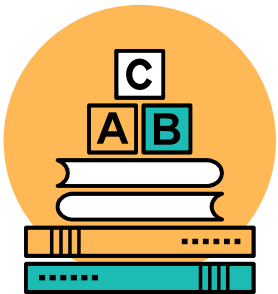
When Do I Survey?

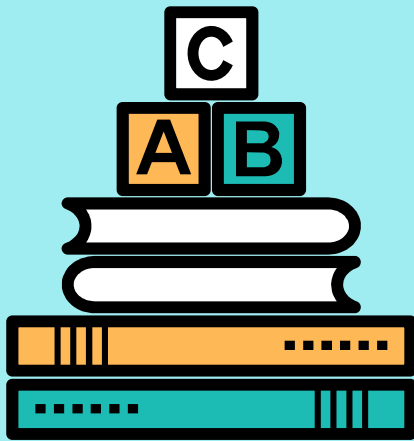
C

Which Tool Do I Use?

D

It's Done – Now What?





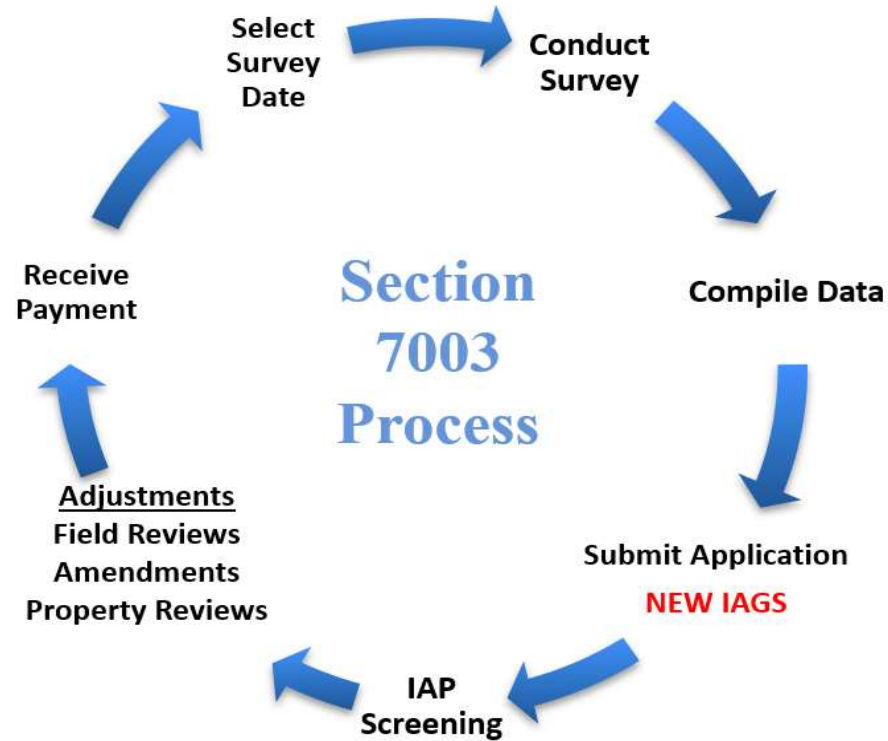
**Lost? Don't Know  
Where to Start?**



# Welcome!!

Is this your first Impact Aid survey? Did you have field review findings related to your survey? Let us help you navigate the process together!

# Process Overview



# Do You Have Enough children?

## BASIC ELIGIBILITY

OR

## F & G ELIGIBILITY

3% or 400 children in ADA in these categories:

- Parent lives and works on federal property
- Parent is in the uniformed services
- Child lives on Indian lands
- Child lives in low rent housing

10% or 1,000 children in ADA in these categories:

- Parent lives on federal property (not low rent housing)
- Parent works on federal property



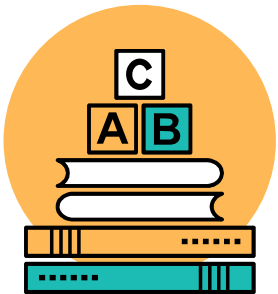
# When Do I Survey?

# Step 1- Pick a Survey Date

## Things to consider

What is the best date for my LEA?

- Pick a date between the 4<sup>th</sup> day of school and January 30<sup>th</sup>
- Does your state already have a mandatory count date?
  - If yes, is it convenient to survey for Impact Aid at the same time?
  - Does your federally-connected membership fluctuate over the year?
    - Try to target your survey date when your federally-connected population is at its highest.

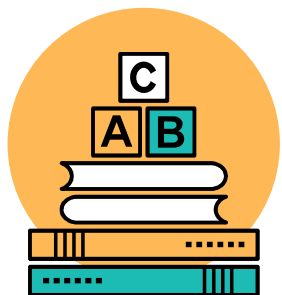




# Step 2- Who Do I Count?

## ON YOUR SURVEY DATE – COUNT

1. **Your total membership.** This includes all of the children enrolled in your school district ON THE SURVEY DATE
2. **Your tuition-in children.** The number of children for which the LEA **RECEIVES** a tuition payment.
3. **Your tuition-out children.** The number of children for which the LEA **PAYS** another LEA to educate.
4. **Your Federally-Connected children.** The number of federally-connected children.





# How Do I Survey?

**SAMPLE**      **Impact Aid Program Survey Form**      **SAMPLE**  
The survey date is \_\_\_\_\_

All boxes must be filled in with complete information if applicable

**STUDENT INFORMATION**

Student's Last Name	First Name	M.I.	Date of Birth	Grade	Student's Name
Address		City	State	Zip Code	
If the above property is a federal property, enter the name _____ Name of federal property (if the property)					
Fill in the above boxes with complete and accurate information					

**PARENT GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN**

Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) either parent/guardian with whom the student resided was employed on federal property or 3) neither parent/guardian reported to work on federal property on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll report.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer
Address of Parent/Guardian's Residence		City
State		Zip Code
Name of federal property		
Address of federal property		City
State		Zip Code
Fill in the above boxes with complete and accurate information		

**PARENT GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES**

Enter information in this section regarding the parent/guardian if either parent was on active duty in the Uniformed Services of the United States on the survey date.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Fill in the above boxes with complete and accurate information			

**PARENT GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY**

Enter information in this section regarding the parent/guardian if either parent was with an accredited foreign government official and a foreign military officer on the survey date.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
Fill in the above boxes with complete and accurate information			

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act), and may be provided to the U.S. Department of Education if your school district's application for payment is selected. This form must be signed and dated by your school district to receive funds based on this information.

\* By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

→ Signature of Parent/Guardian \_\_\_\_\_ → Date \_\_\_\_\_

## 01 Parent-Pupil Survey (PPS) Form

Forms are sent to the parents (emailed and/or home with the students) to complete. PPS forms work best for parents in the military or parents who work on federal property. It **DOES NOT** work well for children living on Indian lands or low rent housing.

AND  
OR

## Source Check Forms 02

This document includes all children in one category on one federal property. The LEA takes the form to a certifying official to have verify the information and certify it is correct. This form does not go to the parent and works best for children living on Indian lands or low rent housing.

**Impact Aid Program Source Check Form**  
**Category E**  
**Parent Resides in Low Rent Housing**

LEA Name: _____		Impact Aid Number: _____	
Survey Date: _____		School Year: _____	
AMP Number: _____			
Name of the Housing Development : _____			

	1	2	3	4	5	6
	Parent/Guardian Last Name	Parent/Guardian First	Student's Last Name	Student's First Name	Housing Address	Grade
1						
2						
3						

# How Do I Choose?

## Parent- Pupil Survey Form

PPS forms are most commonly used to survey federally-connected membership.

### Pros-

- Best way to count the children that you cannot get a certifier to sign,( e.g. military does not generally like sign source checks).

### Cons-

- A lot of paper.
- The delivery system is mostly children.
- The rate of return can be low.

## Source Check Forms

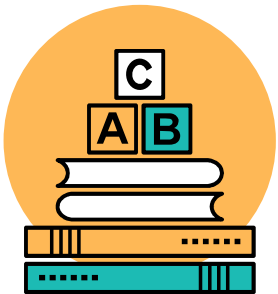
Source checks are suggested for children residing on Indian lands or low rent housing.

### Pros-

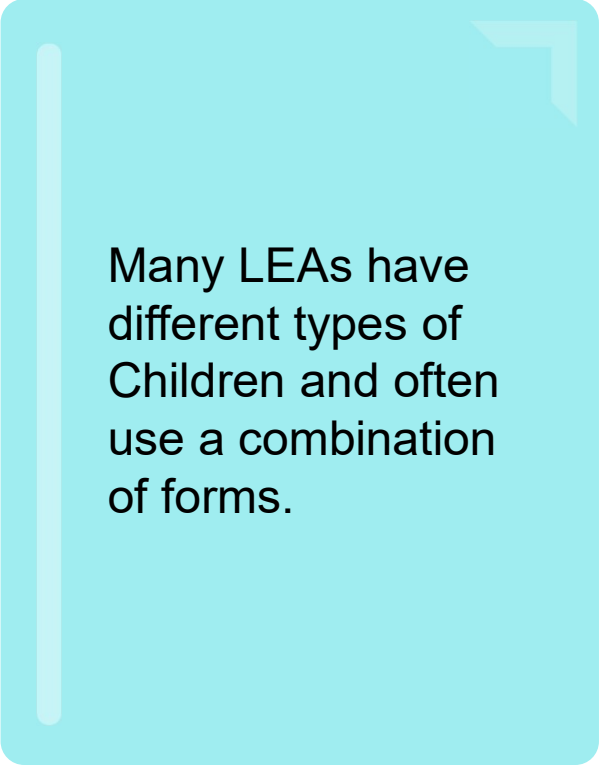
- One form captures all the children for that property.
- Easy to use and deliver.

### Cons-

- Burdensome for certifiers.
- Requires planning and cooperation with certifiers.



# Can I Use Both?



Many LEAs have different types of Children and often use a combination of forms.

**YES**



# Where Do I Get a Parent-Pupil Survey Form?

# REQUIRED INFORMATION

The LEA creates its own forms, but DON'T PANIC, we have samples.

All forms **MUST** include the following information:

- **Signature of Parent and Date on or after survey date**

Child's information:

- Name
- Home address (**NO PO Boxes**)
- Date of birth
- Name of public school
- Grade
- Name of federal property on which the child resides (if applicable)

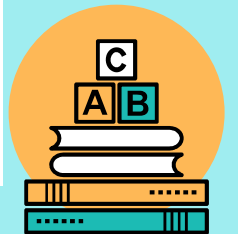


# REQUIRED INFORMATION

## Parent Employment Information

- Name of the parent or guardian employed on Federal property
- Name of employer
- Name and complete address of the Federal property

**NO Post Office Boxes!!**



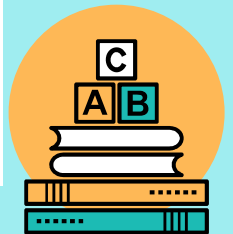


# REQUIRED INFORMATION

## Active Duty Uniformed Services Information:

- Name of Parent
- Rank, Pay Grade, or MOS of parent
- Branch of service of parent
- Country of Service (if the parent is both an Accredited Foreign Government Official **AND** a Foreign Military Officer)

\* National Guard members must provide copies of orders to show they are called up under Title 10



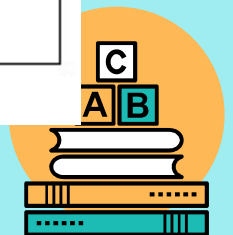
# Student Information

Revised 2018

## Impact Aid Program Survey Form (School District Name) (Survey Date)

### STUDENT INFORMATION

Family Street Address:		City:		State:	
Last Name:		First Name:		Date of Birth:	
Name of School:		Grade:			
Last Name:		First Name:		Date of Birth:	
Name of School:		Grade:			
Is this residence located on federal property? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of federal property:			
If Yes: _____					



# Civilian Section

## PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if a parent/guardian with whom the student resided was employed on federal property on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll record.

Is the parent employed on federal property? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: _____		Name of federal property:			
Parent Last Name:		Parent First Name:			
Name of Employer:					
Federal Property Address:		City:		State:	



# Military Section

## PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES

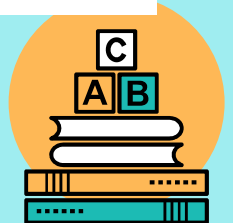
Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on the survey date*.

Parent Last Name:		Parent First Name:	
Rank OR Grade OR MOS:		Branch of Service:	

## PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY (OPTIONAL)

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer *on the survey date*.

Parent Last Name:		Parent First Name:	
Rank/Grade/MOS		Country of Service:	



# Certification

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act) and may be provided to the U.S. Department of Education *if* your school district's application for payment is audited. This form *must* be signed and dated for your school district to receive funds based on this information.

**\* By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.**

→ Signature of Parent/Guardian \_\_\_\_\_ → Date \_\_\_\_\_





# Where Do I Get a Source Check Form?

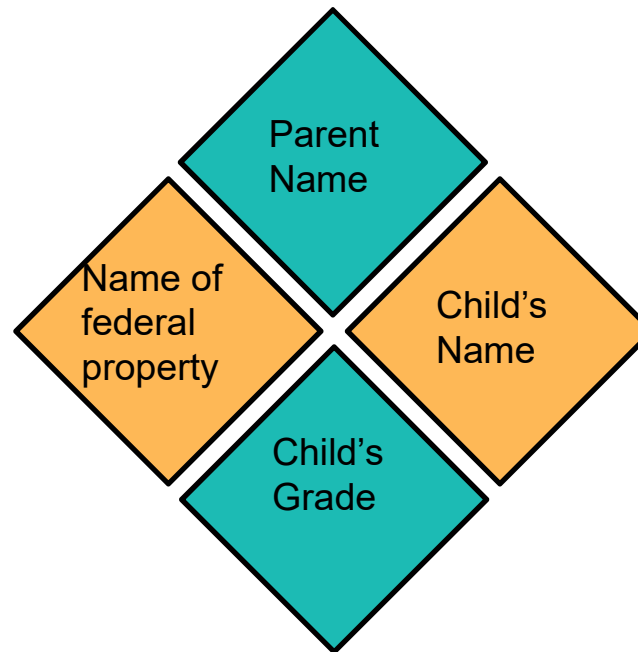
# Source Check Information

## Indian Lands

You must have the address of the individual property. BIA prefers the use of legal descriptions or tract numbers.

## Low Rent Housing

You must include the property address for each child. Also, you must identify the Asset Management Project number for that property.



## IEP

Does the Student have an IEP on the survey date? If yes, you put the IEP date in the IEP Column. It must be active as of the survey date.

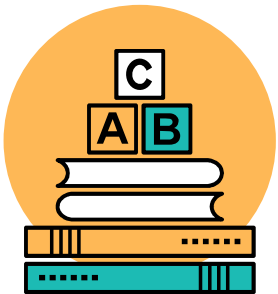
## Certifications

You must have your source checks signed EVERY YEAR!!!

# Source Check Creation

## One Source Check per Property per Category

- a) If you have children that reside on trust property, you need:
  - Category C Source Check
- b) If you have children parents who work for Cherokee Nation, you need:
  - Category G Source Check for Cherokee Nation
- c) If you have civilian employees on Ft. Hood that work for SAIC and General Dynamics, you need:
  - Category G Source Check for SAIC
  - Category G Source Check for General Dynamics
- c) You have military that lives on Quantico and military that live outside Quantico, you need:
  - Category B source check
  - Category D(i) source check





# Which Indian Lands Source Check is right for you?

All Source Checks-

- 1) LEA Name
- 2) Survey Date
- 3) School Year
- 4) Name of the federal property
- 5) Address of federal property

**Two of the Indian lands source  
check forms are state specific.**

- 1) **ANCSA- Alaska ONLY**
- 2) **OK Tribal Treaty Housing-  
Oklahoma ONLY**



## Trust or Restricted

Most common Indian lands property type. If the land is held in trust or has restrictions on the sale or mortgage of the property, this is the right form

## ANCSA

Land conveyed under the Alaska Native Claims Settlement Act

## OK Tribal Treaty Land

- Housing owned by an IHA
- Low Income Housing
- On land that was ever treaty land



Source Check Sample

## Trust or Restricted Indian Lands

Impact Aid Program Source Check Form							
Category C Children							
Children who Reside on Eligible Trust or Restricted Indian Lands							
LEA Name: DC Public Schools				Impact Aid Number: 123456			
School Year: 2020-21				Survey Date: 10/11/2020			
Federal Property on Which the Parent Resides: Address or Legal Description							
1	2	3	4	5	6	7	8
Parent/Guardian Last Name	Parent/Guardian First Name	Address, Legal Description or Tract #	Trust or Restricted "R" (not Lease Restricted)	Student's Last Name	Student's First Name	Grade	IEP Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

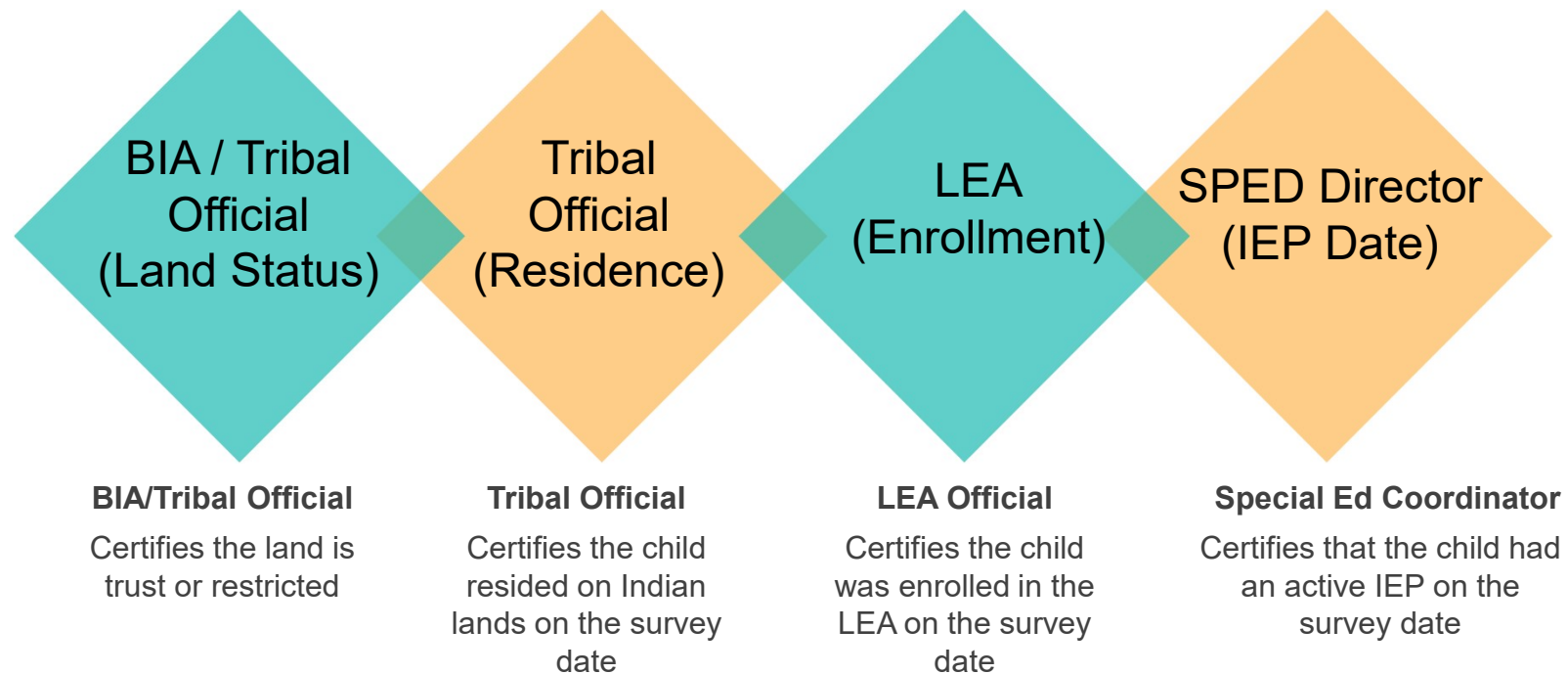
### Indian Lands

Sample Source Checks for Indian Lands:

#### Children who reside on Indian lands

1. Name of the federal property (e.g. *Trust properties Cheyenne River- Eagle Butte, SD*)
2. Legal description for the property for the federal property
3. Parent name
4. Address/Legal Description/ Tract # for the child's residence
5. Trust or restricted
6. Child's grade
7. IEP date (only if the child has an IEP)

# Trust and Restricted Certifications





Source Check Sample  
**ANCSA Indian  
 Lands**

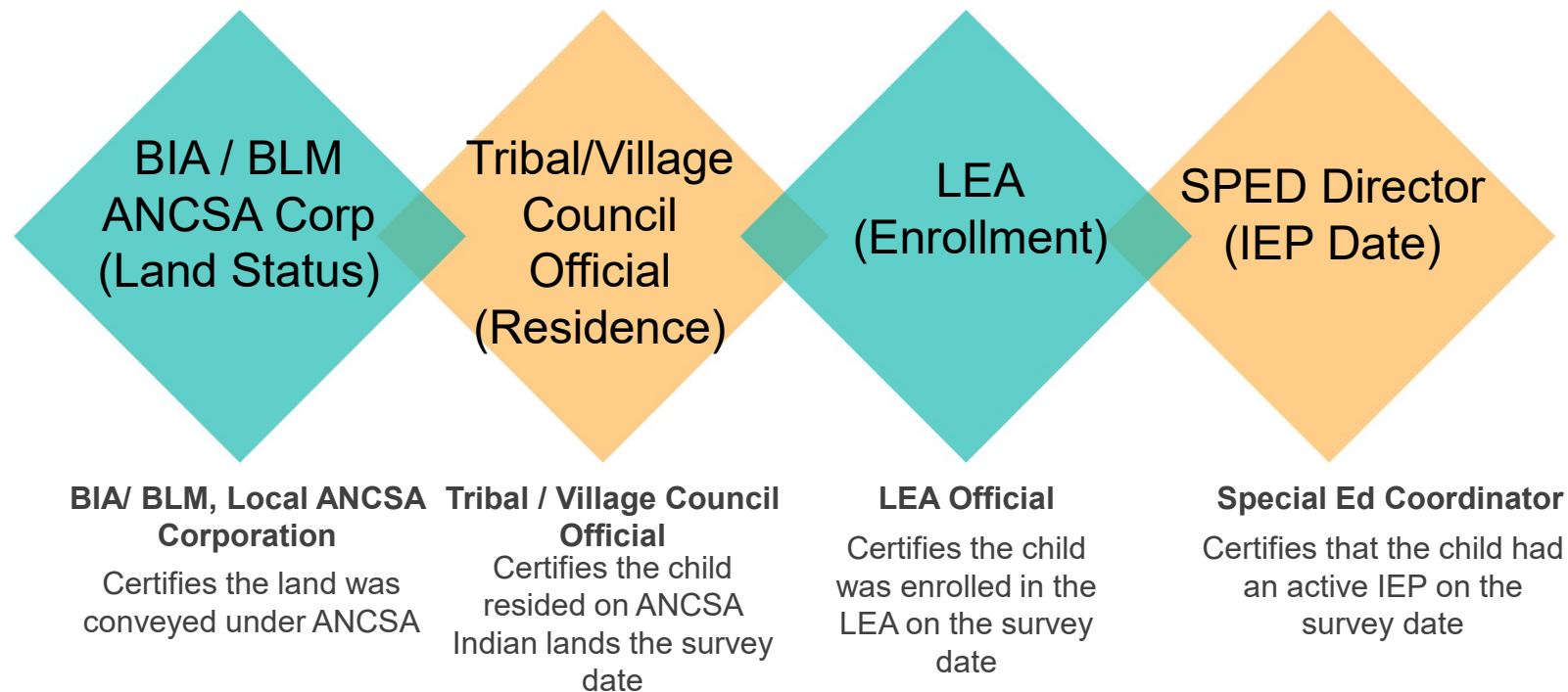
Impact Aid Program Source Check Form						
Category C Children						
Children Who Reside on ANCSA Land (Alaska Only)						
LEA Name: <b>DC Public Schools</b>				Impact Aid Number: <b>123456</b>		
School Year: <b>2020-21</b>				Survey Date: <b>10/11/2020</b>		
Townsite or Village of ANCSA Property:						
Legal Description, Interim Conveyance or Patent Number:						
1	2	3	4	5	6	7
Parent/Guardian Last Name	Parent/Guardian First Name	Address, Legal Description or Tract	Student's Last Name	Student's First Name	Grade	IEP Date
1						
2						
3						
4						
5						

**ANCSA Indian Lands**

**Children who reside on ANCSA Indian lands**

1. Name of the federal property *e.g. ANCSA Properties- Eek Village*
2. Legal description for the property
3. Parent Name
4. Address/Legal Description (BIA/BLM can only verify legal descriptions)
5. Trust or Restricted
6. Child's Grade
7. IEP Date (only if the child has an IEP)

# ANCSA Certifications





Source Check Sample  
**OK Tribal Treaty  
 Indian Lands**

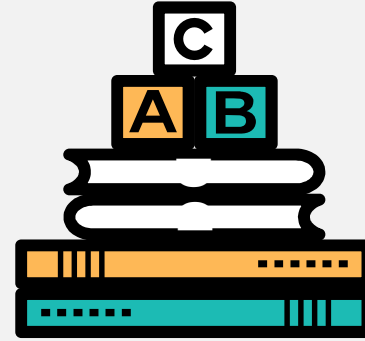
Impact Aid Program Source Check Form						
Category C Children						
Children Who Reside in OK Tribal Treaty Housing						
LEA Name: DC Public Schools			Impact Aid Number: 123456			
School Year: 2020-21			Survey Date: 10/11/2020			
Federal Property on Which the Parent Resides (Include Project #):						
Name of the Indian Housing Authority (IHA):						
IHA Phone Number:			Low Income Funding Program:			
Address or Legal Description:						
<b>Examples:</b> Tribal Housing Assistance, NAHASDA, Mutual Help/HOPE, Housing Act of 1937						
1	2	3	4	5	6	7
Parent/Guardian Last Name	Parent/Guardian First Name	Address, Legal Description, or Tract #	Student's Last Name	Student's First Name	Grade	IEP Date
1						
2						
3						
4						
5						

**Children who reside on Indian lands**

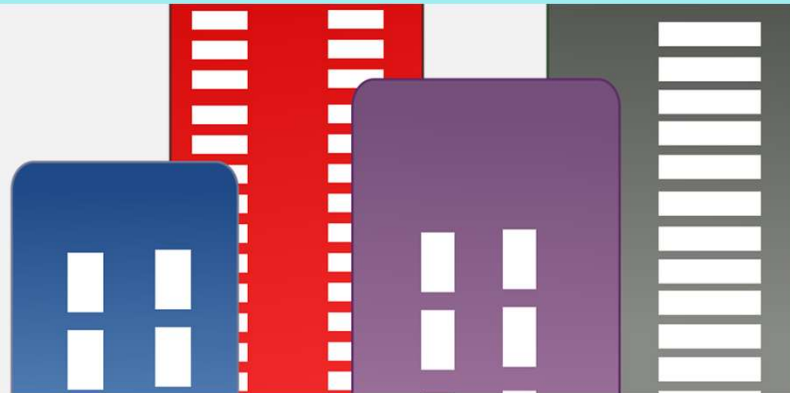
1. Name of the federal property (e.g. *Choctaw Housing- Ada, OK*)
2. Name / Phone Number of the Indian Housing Authority
3. Address of federal Property
4. Low-Income Housing Type (see above)
5. Parent's Name
6. Child's Name
7. Child's Residential Address
8. Child's Grade
9. IEP Date (only if the child has an IEP)

# Low Rent Housing

**DO NOT** include Annual Contributions Contract (ACC), Housing Choice Voucher Program (HCVP), Residential Assistance Demonstration (RAD), Section 8, Low Income Tax Credit (LITC) Housing, Market Rate housing, or privately-owned housing.



**ONLY traditional public housing funded under the Housing Act of 1937 is eligible for Impact Aid**





Source Check Sample

## Low Rent Housing

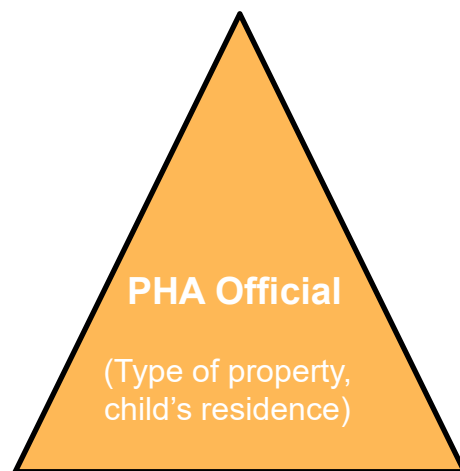
Impact Aid Program Source Check Form					
Category E Children					
Parent Resides in Low Rent Housing					
LEA Name: DC Public Schools		Impact Aid Number: 123456			
School Year: 2020-21		Survey Date: 10/11/2020			
Name of the Housing Development:					
Asset Management Project (AMP) Number:					
1	2	3	4	5	6
Parent/Guardian Last Name	Parent/Guardian First Name	Student's Last Name	Student's First Name	Housing Address	Grade
1					
2					
3					
4					
5					

### Children who reside in LRH

1. Name of the federal property (e.g. *Red Robbin Apartments, Brooklyn, NY*)
2. AMP Number
3. Address of federal property
4. Parent's name
5. Child's name
6. Child's residential address
7. Child's grade



# Low Rent Housing Certification

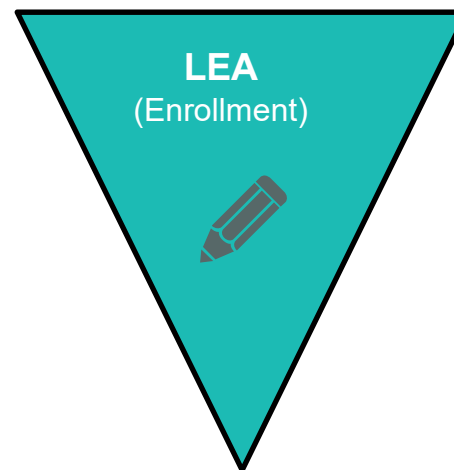


## PHA Official Certifies:

- 1) The property is funded under the Housing Act of 1937
- 2) The children listed above resided on this property on the survey date.

## LEA Official

Certifies the children were enrolled in the LEA on the survey date.





**I HAVE  
SURVEYED  
- NOW WHAT?**

# Sort Children

Sort by  
Category

Sort all of your children together by category

- Group military children that live on base together
- Group military children that do not live on base together
- Group LRH children together
- Group Indian lands children together

Sort  
Category by  
Property

Sort your categories by property

- Group military on Ft. Sill together
- Group military on Tinker AFB together

Count  
Children by  
Property

- Count all the children that live and work on Ft. Sill
- Count how many of those children had an IEP

Report  
Children on  
Application

Report these children on your application



# AVOID PITFALLS

# Most Common Errors



## ● FY 2020 Number of Children

Errors	# of children
F&G Eligibility	3,877
No Supporting Documentation	2,463
Incomplete Forms	1,663
Missing DOB	1,401
Ineligible Property	1,216
Source Check Certification	1,132

## ● FY 2020 Number of LEAs

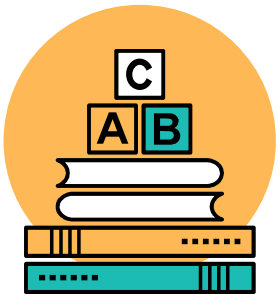
Errors	# of LEAs
F&G Eligibility	23
IEP Dates	20
National Guard Missing Orders	20
No Supporting Documentation	19
PPS Missing Information	16
PPS Missing Signature Date	15

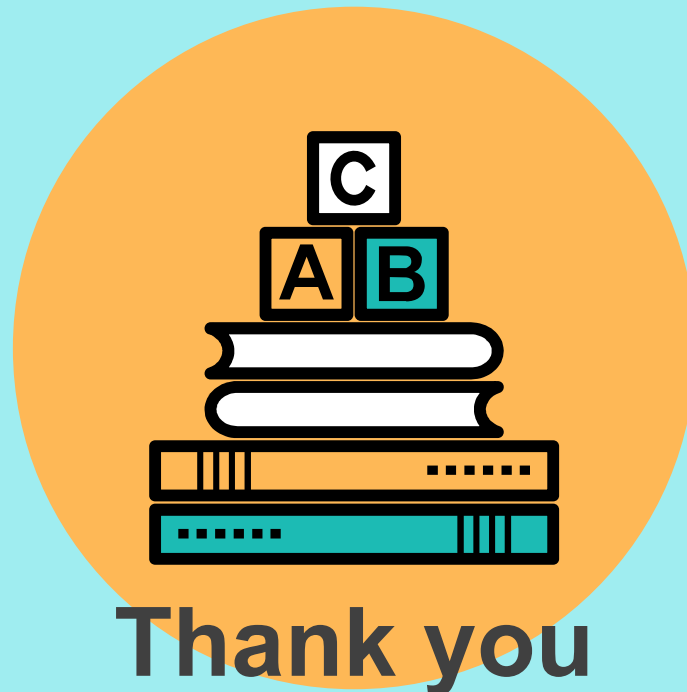
# Do's - Don'ts

	Parent-Pupil Survey Forms	Source Check Forms	General
	Send forms a few days after survey date to avoid bad dates	PLAN!!!!	Check data for completeness
	Parent-Pupil Survey Forms	Source Check Forms	General
	Pre-Print forms to help avoid missing information	Establish relationships with certifiers	Get parents to correct missing information ASAP
	Parent-Pupil Survey Forms	Source Check Forms	General
	Do NOT change forms after a parent has signed	Do NOT wait until the last minute	Do NOT estimate child counts
	Do NOT pre-print a signature date	Do NOT use the wrong form	Do NOT send only the signature page- send whole form.

# Important Reminders

- Survey every year!!!
- Do not estimate child counts
- Do not include incomplete forms in your count
- Do not alter forms after they have been signed
- Check with your certifiers to see how long they will need to sign your documents
- Get started early- DON'T PROCRASTINATE
- Keep your documents!





# Thank you

IMPACT AID PROGRAM

202-260-1357

[IMPACT.AID@ED.GOV](mailto:IMPACT.AID@ED.GOV)